GUIDELINES
for the
OCTOBER 1/FALL ENROLLMENT DATA CLEARINGHOUSE UPLOAD

These guidelines are intended to provide detailed instructions to help you successfully submit your school's October 1/Fall Enrollment data. October 15, 2004 is the deadline for uploading this report.

CHECKING & UPLOADING SIS DATA

Step 1 – Creating your October 1/Fall Enrollment data file

- ✓ After logging on to your SIS system, click on the "UT Audit/Uploads" button to go to the "Utah Uploads" screen.
- ✓ Select "Clearinghouse Upload" from the list to open the "Statistical Reports" screen.
- ✓ At the heading "Students Enrolled Between", the first date should be your first day of school; at the second date select October 1 from the drop-down calendar.
- ✓ Now select your school from the option at the left of the screen (it should be the only option available to you).
  Do not select the "Oct 1 Report" option here. Instead…
- ✓ Select "Clearinghouse Update File" at the bottom right of the screen.
- ✓ A popup screen will prompt you to type in a name for the file you are creating -- this will give a name to the clearinghouse file for your school. The extension for this file should be ".CLH".
- ✓ Click on "Create File" button at the bottom of the screen. This will create the file.
- ✓ Select "Quit" to come out of this window to go back to the "Utah Uploads" screen.

This process does not upload your school data…it simply creates a file containing your current data so that you may edit it. Each time you complete this process you will be creating a new file. You can give this file a new name or you can use the name of a previous data file – just be sure that you use your most recently saved file for editing and eventual upload.

Step 2 – Editing your Oct 1/Fall Enrollment data file

- ✓ Back at the "Utah Uploads" screen select "Clearinghouse Edit" from the list—this will take you to the "Clearing House Edit" screen.
- ✓ At the "Update:" heading, select "October 1", the first option in the update list.
  Now you want to locate the file you just created in Step 1—you must have the path to this file in the "Path to Transaction File" box which will be blank the first time you access this screen. The process to find your CLH file involves looking within a number of nested folders.
- ✓ Click on "Find File"; click open the drop-down menu at the "Look in:" prompt and select "NEW VOLUME (E:)".
- ✓ From the list of folders, double-click to select the folder with your school's name.
- ✓ From the new list of folders, double-click to select the "SIS" folder.
- ✓ From the new list of folders, double-click to select the "data" folder.
- ✓ From the new list of folders, double-click to select the "work" folder.
- ✓ From the new list of folders, double-click to select the "CLH" folder.
- ✓ From the list of files, double-click to select the file you created in Step 1
  This will take you back to the "Clearing House Edit" screen and the path to your file should now show in the box below "Path to Transaction File".

- ✓ Now click on the "Run Edit" button to begin the edit program. The errors and/or warnings will appear in the "Edit Summary" window. You have the option of printing the errors by clicking on "Print Errors" or previewing them by clicking on the "Display Errors" button.
- ✓ Now you must correct the errors.

Generally, it will be clear what the errors are and you will know how to correct them. If you are unclear about the errors or how to correct them, contact your USOE District Computer liaison. Or call Prasad Boppana, TAP, at 596-8489 ram@centercityschool.org.

Once you have corrected all the errors, you have to repeat Step 2 and create a new, error-free file (with a new name containing the .CLH extension). This new file should be run through the edit process again (Step 2) to check for any errors. When your file shows no errors you are ready to upload it to the Clearinghouse. Select "Quit" to exit the edit functions and return to the "Utah Uploads" screen.

You will not break SIS by creating and editing multiple data files. You may repeat this process as often as you need in order to achieve error-free data.

Step 3 – Uploading your Oct 1/Fall Enrollment data file

- ✓ From the "Utah Uploads" screen, select "Submit Clearinghouse Data" from the list. You will be prompted for your password -- it is the same password you use to enter your SIS database. The next screen shows you a list of the files you have created and edited (in Steps 1 and 2).
- ✓ Select your most recent, error-free file (with the .CLH extension) and click the "Upload" button. This completes the Oct 1 uploading process. You may upload your Oct 1 file any time between October 1 and October 15. The upload must be completed by October 15, 2004.

Step 4 – E-mail Bruce and Dale & Review your Report

- ✓ You must email Bruce Hudgens and Dale Wright (Bhudgens@usoe.k12.ut.us and Dwright@usoe.k12.ut.us at District Computer Services/DCS) to inform them that you have uploaded Clearinghouse information to the server; let them know who you are and your school name. DCS will produce a summary report for FinStat where it will be stored on a secure server.